

Equality, Diversity and Inclusion Lead: job description

March 2021

Introduction

The Electoral Commission exists to ensure that every voter in this country has a chance to make their voice heard, no matter who they are or where they live. To continue to achieve this equality, diversity and inclusion (EDI) are fundamental to the way we want to work. We are looking for a lead to help us continue the journey we have begun in ensuring that we are an organisation which treats all voters and staff with respect, fairness and openness.

The Electoral Commission and our commitment to EDI

The Electoral Commission was set up in 2000 to oversee the fair and transparent conduct of the electoral process in the UK. There are around 170 staff, based across the UK with offices in London, Cardiff, Edinburgh and Belfast (although we are currently working entirely remotely during the coronavirus pandemic).

We strive to be a world-class public sector organisation and to continue to achieve this EDI is fundamental. We recognise that innovation, talent and creativity thrive in diverse well-led teams that fully reflect the society we serve. As such we are committed to promoting EDI to aid well-being and ensure an inclusive, fair and constructive culture for everyone. An essential aspect of our adherence to equality legislation is to recognise and acknowledge where inequality exists, and be proactive in the way that we continually measure, address and report on it.

You can view our current E&D policy on the website: we are updating this, and you will play a role in helping us finalise it.

We have set ourselves four EDI objectives for the period 2020-22 (although these are currently under review as part of our ongoing commitment to EDI):

1. Prepare and publish our Equality Objectives every four years and report on our annual progress
2. Sign up to and maintain quality assurance charter marks
3. Openly acknowledge specific known equality needs and better deliver against equality legislation throughout the UK
4. Prepare to publish equality data on our workforce diversity

Our equality objectives are the public face of our commitment to equality. Our key mechanisms include:

- Inclusive Environment policy
- People Strategy deliverable
- Modern Slavery statement
- Mental Health impact statement

We are signatories to and members of:

- The Race at Work charter
- BITC's BAME network
- The Civil Service LGBT+ network
- Disability Confident Committed, working towards Disability Confident Employer status

We are committed to ensuring representation for and of people with protected characteristics, particularly race, sex, disability and sexuality, amongst our Commissioners (known collectively as our Board) and our Senior Leadership Group, and to ensuring representation of such individuals from recruitment through retention and on to progression. We have begun work to capture and report relevant data, focusing on pay and opportunity gaps.

We have a Commission People Strategy which states an organisational commitment to EDI. We have recently set up a Race at Work Charter Task Force personally chaired by the Chief Executive. We also have a number of staff groups which focus on areas such as EDI, dignity and respect, and wellbeing.

What we are looking for

The Commission is 20 years old this year. The arrival of a new Chair of the Commission, the need to build new ways of working post-Covid and our commitment to the Race at Work Charter all create an environment where we are looking to evolve our culture significantly and bring a new focus to our work on equality, diversity and inclusion. As the Lead your role will be influential in defining change and leading the organisation through the necessary steps. You will need to command the confidence both of senior management and of staff. You will bring a clear vision of the kind of diverse organisation we could aspire to be; you will be able to develop a strategy, deliver the practical steps to make that a reality and gain the commitment of the organisation to your approach.

You will also help us ensure that all the fundamental policies and procedures are in place, updated and embedded into the way we work. You will support on producing Equality Impact Assessments (EIAs) and ensure that equality, diversity and inclusion are fully reflected in our work. As such you will of course have a good grasp of the statutory requirements we need to meet. In addition knowledge of, or interest in the work of the Commission would be an advantage in contributing to our policies. You will also recognise

the need to reflect differing approaches in different parts of the UK. You will help us identify appropriate charter marks and achieve and retain certification in a way which adds value to the organisation; and you will help us embed diversity in our procedures as part of our approach to quality assurance.

An important part of your work will be to work with and develop the groups we have in place to support our ambitions. You will work directly with the Chief Executive to support the Race at Work Charter Task Force which he chairs. You will work alongside the EDI group, our Dignity and Respect Advisers and our Wellbeing group to help them develop their agenda and ensure that their voice is heard.

More generally you will raise awareness of EDI matters at the Commission and help us celebrate diversity and inclusion. You will be responsible for identifying training needs, working with our Human Resource team to source and where appropriate deliver training at all levels. You will work with colleagues from Internal Communications to shape and deliver messages around the Commission's commitment.

One of the Commission's four diversity goals is to move towards publishing equality data. You will work with colleagues across the Commission to develop and implement our approach. You will also work with colleagues from our strategic planning team to identify and measure key performance indicators.

You will find that you have a good basis to build on. We currently have an interim in post who has been providing support to our Task Force and helping us update our Single Equalities Scheme. Their key task has been to make sure that the foundations are in place for the post holder to make swift progress, and to ensure a seamless transition.

Main responsibilities

- Lead in promoting equality, diversity and inclusion (EDI) within the Commission, working with colleagues across the organisation
- To develop and deliver a strategy for EDI and plans which will have a measurable impact and commands confidence across the organisation
- Provide comprehensive and expert advice and guidance to the Board of Commissioners, the Executive team and Senior Leadership Group and other staff on EDI including compliance, policy screening, development, service review and improvement
- To update and maintain our policies and procedures
- To review and refine the Commission's Single Equality Scheme annually and monitor and update the single equality scheme action plan
- Coordinate and embed the process of undertaking equality impact assessments, including the coordination of consultation to support them
- Provide an overview of compliance with statutory obligations and ensure that all are met on time and to quality

- To ensure that diversity is embedded into our quality assurance procedures; to identify suitable charter marks and support progress towards achieving them and maintaining standards
- To support EDI initiatives, like the Race at Work Taskforce
- To work with relevant staff groups in the Commission, in particular the EDI group and DARE
- Organise and support external consultation as appropriate; promote the work of the Commission among equality groups and forums externally
- Develop and procure and/or deliver relevant training for the Commission
- Analyse and provide advice to senior management on EDI; prepare and publish an annual report on progress; work with colleagues to develop appropriate Key Performance Indicators (KPIs)
- Work to establish an approach for publishing equality data
- Advice and support colleagues with national equalities legislation and the requirements placed on the Commission, including:
 - The Public Sector Equality Duty
 - The Welsh Language (Wales) Measure 2011, commonly known as the Welsh Language Standards, and
 - The various equalities legislation in Northern Ireland

General

- To understand, and actively promote, the aims and objectives of the Corporate Plan
- To ensure equality of opportunity is maintained and respected at all times in accordance with the appropriate policies and procedures
- To comply with the statutory provisions of the Health and Safety at Work Act 1974.
- To actively participate in opportunities to communicate within the organisation including attending team and Directorate meetings
- To make full use technology for all appropriate tasks
- To demonstrate a willingness to work flexibly with others to respond to needs of an evolving organisation.
- To perform any other duty as directed by line management

This job description reflects the present requirements of the post and should not be seen as an exhaustive list of responsibilities. Duties and responsibilities may develop and change in consultation with line management.

Person specification

<i>Competency</i>	<i>Requirement</i>	<i>Essential/desirable</i>
Specialist knowledge and experience	<p>Educated to degree level or equivalent experience</p> <p>Detailed knowledge of current EDI legislation in the UK and its application, including awareness of emerging legislation and the process of undertaking EIAs</p> <p>Experience of policy development and delivery within EDI in a large and complex organisation</p> <p>Working level ICT skills</p> <p>Commitment to public service values</p>	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>D</p>
Delivering results	<p>Able to use own initiative to seek out problem areas or areas where policies, procedures or functions could be improved</p> <p>Experience of evaluating policies and practices and making formal recommendations in the area of EDI</p> <p>Ability to generate strategies with a focus on deliverable outcomes</p>	<p>E</p> <p>E</p> <p>E</p>
Problem solving	Strong analytical and problem solving ability	E
Planning	Able to prioritise, manage time pressures and meet tight deadlines	E
Management	<p>Experience of managing projects, initiatives and/or campaigns to time and to budget</p> <p>Staff management experience, direct and/or through matrix management</p>	<p>E</p> <p>E</p>
Communication	Strong oral and interpersonal skills: able to generate confidence in dealings with senior managers, external stakeholders and internal staff	E

<i>Competency</i>	<i>Requirement</i>	<i>Essential/desirable</i>
	Strong written communication skills and ability to write reports	E
	Experience of developing and running training sessions on EDI	D
	Facilitation skills with groups	D
Team working and relationships	Ability to form positive and proactive working relationships up and down the line and with peers	E
	Influencing skills and ability to persuade	E
	Leadership skills in relation to EDI	E
Personal effectiveness	Confidence and knowledge to advise senior managers on their duties in relation to EDI	E
	Commitment to the values of EDI and to making a real difference to how the organisation works	E
Business management	Familiarity with UK political systems and structures and knowledge or interest in the Commission's work within these.	D
	Familiarity with public service values	D

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